

CHAPTER 1

DoD-WIDE CIVILIAN CAREER PROGRAM FOR GENERAL INTELLIGENCE PERSONNEL

I. GENERAL

This manual, issued pursuant to DoD Directive 1430.2, "Assignment of Responsibility for Civilian Career Program," May 9, 1966, and DoD Directive 5010.10, "Intelligence Career Development Program," dated August 9, 1972, establishes a DoD-wide Civilian General Intelligence Career Development Program (hereafter referred to as the civilian **ICDP**) which shall be administered in accordance with the policies, requirements, and procedures contained herein. The procedures and requirements in this manual also include the Defense Intelligence Special Career Automated System (DISCAS), operated by the Defense Intelligence Agency (DIA).

II. ROLE OF CIVILIAN GENERAL INTELLIGENCE PERSONNEL

Civilian general intelligence personnel are those civilians engaged in the collection, processing, analysis, production, and dissemination of intelligence information, or involved in the planning, programming, and management of intelligence resources. Intelligence information is data-related to one or more aspects of foreign countries or areas which is immediately or potentially **significant** to the development and execution of plans, policies, and operations. The term "intelligence analyst" used throughout this manual is a short title description for personnel involved in career areas defined in chapter 3.

III. OBJECTIVES

A. The civilian ICDP is designed to improve the career development of DoD civilian general intelligence personnel and thereby improve the DoD intelligence capability through aggressively pursuing and obtaining the following objectives. All objectives must be accomplished in accordance with U.S. Office of Personnel Management (OPM) and DoD policies governing Equal Employment Opportunity (EEO) Program goals and concepts.

1. Ensure timely, planned development on a long-range basis, effective motivation and **efficient** use of the required numbers and types of civilian intelligence personnel.
2. Provide to all career civilian intelligence personnel opportunities for education, training, rotation, and promotion equal to other DoD civilian career personnel to meet the needs of the community.
3. Ensure that career intelligence personnel are carefully selected, provided opportunities and incentives to increase their skills and broaden their experience, and are motivated toward primary careers in one or more areas of intelligence.
4. Achieve an **appropriate** balance of skills and experience to ensure an effective and **meaningful** long-range career program and shortcomings such as restrictive mobility.

B. Emphasis will be placed on improving career development and advancement opportunities by:

1. Projecting and implementing planned work assignments that follow clear lines of progression to higher skill and grade levels and to successively more responsible positions.
2. Integrating these work assignments with the DoD component's Plan for Executive Development as provided for by DoD Instruction 1430.8 and Federal Personnel Manual Letter 412-1, "Guidelines for Executive Development in the Federal Service."
3. Affording the opportunity of cross-movement and promotion to positions in and among DoD components requiring intelligence professionals. Cross-movement of intelligence personnel will be accomplished in accordance with the "U.S. DoD Special Training Agreement; Delegation Agreement, June 13, 1980 and DoD Memorandum, 29 October 1981," (to be in effect until revised, superseded, or revoked).
4. Affording appropriate educational and training opportunities.

IV. APPLICABILITY

This manual applies to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, Defense Agencies, and the DIA, hereafter referred to collectively as DoD components.

V. SCOPE (COVERAGE)

The provisions of this manual apply to DoD civilian professional positions and current employees, grades 05 and above, which meet the criteria for the occupational series described below. Positions which meet the following criteria are in the Excepted Service. The Excepted Appointment Authority is Schedule A, Section 213.3106 (d) (1) or Title 10, USC, Section 1590 or 1604. Personnel required to enroll in the National Security Agency (NSA) career system are excluded.

- A. INTELLIGENCE Series (0132) positions (Non-Cryptologic) which are engaged in advising, administering, supervising, or performing work in the collection, processing, analysis, production, evaluation, interpretation, dissemination, and estimation of general intelligence information.
- B. SCIENTIFIC and TECHNICAL (S&T) positions (Non-Cryptologic) engaged in targeting and/or the engineering, physical, or technical sciences in an intelligence function, which are assigned to an organizational component performing a general intelligence function. A representative list of S&T related occupational series, which may be included in the civilian ICDP, is contained in chapter 3.
- C. INTELLIGENCE RELATED (IR) positions are:
 1. civilian professional positions assigned to an organizational component performing a general intelligence, cryptologic intelligence, counterintelligence or security (non-Law Enforcement) function and

2. a portion of the incumbent's time is spent advising, administering, supervising or performing work in support of the collection, processing, analysis, production, evaluation, interpretation, dissemination, estimation, or training, planning, programming and management of general intelligence, cryptologic intelligence, counterintelligence or security (non-Law Enforcement) functions.

Intelligence Related Cryptologic Intelligence positions will be specifically identified as such to the DoD ICDP Office by the servicing Civilian Personnel Office using Figure 5-6. Series 0132 and S&T positions identified by this form will be subject to required referral at grade 13 and above.

A representative list of occupational series within which such positions might fall is listed in chapter 3 under "Intelligence Related Career Area."

D. Non-DoD intelligence organizations or activities should use the following criteria as a guide to determine inclusion in the Intelligence Career Development Program (ICDP):

1. Must be a Federal employee currently serving in an Excepted Service position.
2. Employees must be US citizens.
3. The duties of the employee's current position must meet the criteria of the SCOPE statement as defined in paragraphs A through C above.
4. The employee must be clearable for a security clearance up to TOP SECRET.

VI. STANDARDS

The provisions of this manual establish standards applicable to all DoD personnel engaged in or pursuing careers in general intelligence.

VII. RESPONSIBILITIES

- A. The Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (ASD(C³I), as the DoD principal staff assistant for intelligence, has overall responsibility in accordance with the provisions of DoD Directive 5010.10 for overseeing, guiding, and coordinating the civilian ICDP consistent with overall manpower policies and standards issued by the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)). MLC'I has established and, at his discretion, will convene as his chief advisory body a joint "Intelligence Career Development Steering Group," chaired by the Principal Deputy ASD(C³I) and composed of senior military and civilian representatives (Intelligence and Personnel) from each of the Military Departments, OJCS, DIA, NSA, and ASD(FM&P).
- B. ASD (FM&P) will provide overall guidance to ASD(C³I) in the operation, evaluation, and implementation of the civilian ICDP.
- C. The Director, DIA, in accordance with provisions of DoD Directive 1430.2, has been designated by DoD Directive 5010.10 as functional director, under the guidance and direction of ASD(C³I) for establishing a DoD career development program designed to provide civilian general intelligence career personnel for duty with DIA, Service Intelligence Staffs, and Unified and Specified Commands.

1. In exercising this responsibility, the Director, DIA, is charged with:
 - a. Acting as executive agent for the development of an overall career development program for all DoD civilian general intelligence personnel in accordance with DoD Directive 1430.2
 - b. Delineating the civilian general intelligence field and establishing and maintaining a referral system for all identified billets and personnel.
 - c. Establishing in consonance with the referral system an overall assignment and promotion opportunity for civilian general intelligence personnel and appropriate cross assignments among DoD components for professional broadening.
 - d. Submitting proposals, including possible required legislation, to upgrade career opportunities by providing more rewarding careers for the civilian general intelligence community, including the opportunity to reach higher salary levels while remaining analysts.
 - e. Evaluating the adequacy of the civilian ICDP and providing appropriate comments and recommendations to ASD(C³I) on the achievements, problems, and plans for solving the problems.
 2. To facilitate development and operation of the civilian ICDP, the Director, DIA, has established a civilian ICDP Planning Group, and a joint DIA-Departmental group, designed to exchange information and achieve coordination in planning for and developing the civilian ICDP.
 3. As executive agent for the civilian ICDP, DIA is responsible, under general guidance of ASD(FM&P), for developing changes and revisions to this manual as required.
- D. The head of each DoD component will implement the civilian ICDP within the component. The organizational structure and responsibilities for the implementation of the civilian ICDP within specified DoD components is found in chapter 2.

VIII. WORK FORCE ASSESSMENT

This is a first step in the ICDP development process. It is considered indispensable to the process of isolating and identifying areas in need of improvement or adjustment. The assessment process will provide the Director, DIA, and the functional chiefs with the basic information needed to determine which improvements and adjustments the work force must undergo to more effectively meet the organizational requirements. During the assessment process managers must be sensitive to work-force characteristics, such as age, retirement eligibility and plans, education, performance, qualifications, mobility, and career objectives of each employee. Each of these can produce a major impact upon an activity's capability to perform its mission and therefore must be taken into account when plans for work force change or adjustments are being considered.

IX. ENTRY SYSTEM

- A. General. Entry of highly qualified personnel into the civilian ICDP on a planned basis is essential to development and maintenance of an effective general intelligence program. Each DoD component will develop a system for identifying and meeting intake requirements in accordance with the following:

1. Recruitment shall be related to replacement needs based upon long-range personnel requirements with due consideration given to known and projected attrition rates, planned expansions or contractions, and technological advances. Each component should provide, within their respective manpower accounting systems, the means of accommodating entry level personnel intake. Entry level personnel should be given permanent placement in the organization upon completion of training or as soon thereafter as possible.
 2. Although primary emphasis is placed on entrance into the civilian ICDP at the entry level, intake of qualified individuals may be accomplished at the journeyman or higher level. Through effective selection and training of employees at the entry level, the ICDP will have an employee population with potential for career advancement. Selection of personnel from outside the civilian ICDP for vacancies above the entry level will normally be made only when qualified candidates are not available within the career field. The decision to concurrently consider personnel outside the ICDP will be based upon applicable component directives. Intake above the entry level is subject to the mandatory referral requirements as outlined in this manual.
- B. Recruitment Sources. Recruitment and selection practices for the general intelligence career field will follow the principle of obtaining the best qualified candidate for the position to be filled. Each DoD component is responsible for designing an effective system to attract and assure consideration of all prospective candidates without regard to race, color, religion, sex, age, or national origin. Recruitment brochures or literature, paid advertising, or other appropriate and authorized publicity measures will be employed as necessary to support career intake recruitment. College and university relations and recruiting programs will be used as a means for attracting promising students for employment in the intelligence career field. Each entry level candidate will meet all basic eligibility and qualification standards prescribed by the DoD component. Types of individuals from the various sources include:
1. College graduates with good academic qualifications.
 2. DoD employees who have necessary qualifications and demonstrated ability to perform effectively.
 3. Employees from industry or other federal agencies who possess technical or specialized skills and abilities appropriate to the general intelligence field.
 4. DoD employees who are eligible and qualified and who have been displaced as a result of base closures, transfers of function, and reductions-in-force.
 5. DoD employees who are eligible and qualified and who have return rights from overseas assignments.
 6. DoD employees who are eligible and qualified who wish to leave intelligence positions areas, but who do not have return rights to positions in CONUS.
 7. Prior military personnel who possess technical or specialized skills and abilities appropriate to general intelligence field.

- C. **Resource Support for Career Trainees.** Personnel entering the general ICDP at the entry level as trainees should be trained and utilized in accordance with the entry level trainee program (chapter 6). To assure continuity of training and to eliminate possible conflict between long- and short-range objectives, resources for trainee intake will be provided and allocated to DoD component level as additive operational resources and may be delegated under appropriate controls to the major activity or command level. DoD Component Functional Chiefs will review annually with the appropriate DoD principal staff assistant the requirement and allocation determinations for this purpose and will assure, in coordination with ASD(FM&P), proper allocation and utilization of resources earmarked for trainee intake.

X. DISCAS PERSONNEL INVENTORY

- A. *The Personnel Inventory will consist of individual Employee Qualification Records which consists of 3 forms: a coded inventory of background experience, education, and performance (DD Form 1932); an automated narrative statement describing distinctive occupational experience (DD Form 1932-1); and an individual development plan for identifying career developmental opportunities (DD Form 1917).*

1. *Computerized Inventory.* The DISCAS data base contains related data which combine to make up an employee profile. The general content and source of these data are described below.

- a. *Personal Identification Information:* Name, address, position title, grade, and other information that describe an individual and his/her position. The principal source of this information is the Notification of Personnel Action, Standard Form (SF) 50, generated by the servicing CPO; other personal data comes directly from the employee.
- b. *Work Experience:* Includes functional areas, occupational specialties, political/ geographic areas, and foreign language proficiency. This data comes directly from the individual (see chapter 4, part 1 through part 4).
- c. *Formal Education:* Academic study at accredited colleges and universities, to include dates of attendance, degree or highest level of education attained, academic major and minor, and the name of the institution. This data comes directly from the individual (see chapter 4, part 5 and part 6).
- d. *Special Skills and Achievements:* Includes membership in professional/ honorary organizations; licenses obtained; and proficiency in machines and equipment.
- e. *Composite Record of Training:* Completed course work from the ICDP Master Training and Education Plan and other training experiences that are related to the employee's overall career development program. Most of this data will come directly from the employee; however, servicing CPOs or training offices may from time-to-time be required to provide information on completed training.
- f. *Individual Development Plan (IDP):* Significant factors from the completed IDP (DD Form 1917) will be cumulatively stored. A copy of each IDP will be sent to DIA, AITN: OT-1, by servicing CPOs.
- g. *Awards and Recognition:* Consists primarily of federal career awards but also includes other awards that would be significant demonstration of ability or personal achievement. This data will come from the employee.
- h. *Record of Consideration for Vacancies:* The DISCAS will record each time

an employee is assessed as highly qualified and his/her name placed on DIA Form 316, Annotations to Referral Listing, by selecting authorities. This record of consideration will be provided to employees, for their information, on the annual update of the Employee Qualification Record. Up to 12 of the most recent incidents are listed, showing title, series, grade and the component where each vacancy occurred. This is not an accounting of computerized retrieval and referral; it is a report of incidents of merit selection considerations by the appropriate placement authorities. This data will be provided to DISCAS by servicing CPOS after final selection. The information listed in this section does not appear on DISCAS referrals.

2. *Narrative.* Each employee will provide a maximum of four short narrative descriptions of their most recent and/or significant positions. The narrative portion (DD Form 1932-1) of the Employee Qualification Record is used as a backup for computer screenings and provides elaboration of the skills and experience of each employee.
- B. *Security Classification.* DISCAS and all input and output documents are treated "For Official Use Only" and may not include classified information. Special care must be taken in the construction of the narrative portion of the Employees Qualification Record to describe duties in terms of skills required and not the success or failure of an intelligence mission.
 - C. *Abbreviations and Coding.* As in any automated system, acceptable abbreviations or coding must be used to standardize record format and content. Without this standardization, retrieval would be erratic and comparison impossible. Therefore, in chapter 4, part 1 through part 6, are tables and lists of abbreviations and codes to be used in DISCAS registration and referral. Most of the experience areas, academic background, and languages are structured as abbreviated English plain text that can be easily understood without reference. Coding for other data fields may be more terse, but follows available **Government/DoD** standards. It should be noted that no other symbols, letters, or abbreviations will be acceptable to those data fields with prescribed abbreviations or coding.
 - D. Personnel data in the DISCAS will be accorded the same protection as Official Personnel Folders. The collection and updating of this information is done with complete knowledge of employees, will be used only for official government business, and will be disclosed only in accordance with the Privacy Act (see Standardized Privacy Act Statement attached to individual forms) and other appropriate statutes.
 - E. Specific DISCAS registration procedures can be found in chapter 4 of this manual. Specifics concerning DISCAS referral procedures can be found in chapter 5.

XI. INDIVIDUAL DEVELOPMENT PLAN (IDP) (DD Form 1917)

- A. **Counseling** The system for counseling employees in the civilian general ICDP is described in chapter 4, section C. The DD Form 1917 has been developed by the Intelligence Career Development Program Planning Group and approved by ASD(FM&P) for use by general intelligence personnel only. It replaces DD Form 1917, March 84. IDPs will, as a minimum, be conducted and recorded at least annually. The scheduling of annual IDPs is at the discretion of the component. It is suggested that the IDP be accomplished in conjunction with the performance appraisal. Approved IDPs will be filed in DISCAS in accordance with the instructions in chapter 4, 11.C.1.b.
- B. **Career Plans:** All personnel registered in the DISCAS will annually indicate their career plans in the appropriate sections of the Individual Development Plan.

These plans will be the result of a joint counseling effort between the employee and the supervisor with the advice and assistance of the Local ICDP Advisor and the use of the information in chapter 4, section C and chapter 6. All career plans will represent those training and development requirements that can reasonably be planned ahead for 5 years with emphasis on specific development opportunities during the ensuing year. Plans are to be reviewed periodically, updated, and revised annually. It is important that the various developmental activities be related to the development and/or improvement to the employee's **qualifications** as they relate to the qualification standards of the position occupied as well as to the next career position and the general career progression goals (see chapter 4 and chapter 6).

- C. Performance:** DoD components, in carrying out their personnel management responsibilities, should, when **justified**, take appropriate action to remove from the program or the rolls, any employee who is not fully meeting acceptable training criteria and/or work performance standards.

XII. CAREER PATTERN

- A. Career Program participants will have the opportunity to advance to key positions in one of the functional specialties. Vertical movement or progressive advancement is the common desire of careerists who change positions. However, to advance beyond the individual specialty areas, individuals should be encouraged to participate in developmental or lateral assignments.
- B. The particular pathway through the intelligence career pattern by employees will depend largely upon their training and development. Therefore, it is essential that employee interests, abilities, and potential be continually addressed and that employees be advised by their supervisors and local ICDP advisor of the training and developmental assignments required to qualify them for career advancement. Training plans and qualification standards provide for promotion and lateral movement between occupational specialties.
- C. An individual may move from one occupational series or specialty to another **within** the career field provided the **employee** possesses or **acquires** the necessary experience and education needed to meet the requirements identified to applicable **Qualification Standards**. The pathways in advancing from the entry level to the highest positions of technical and managerial responsibilities are contained in chapter 6; these progressive steps include both the vertical and horizontal scope of the career program. The pattern is divided between the Senior Management and Senior Analyst career development pathways. Chapter 6 displays typical Developmental Assignments that the 0132 and S&T personnel should complete to be fully **qualified** for a key position within the intelligence function.

XIII. TRAINING AND DEVELOPMENT

- A. The Master Training and Education Plan, and pertinent course information, **chapter 6**, outlines and describes the mandatory and desirable training available to **an** employee for development and improvement of technical knowledge and skills throughout the employee's **career** in the general intelligence career field. In addition to job-related instruction, either formal or **informal**, the Master Training and Education Plan delineates other training for the career levels described below.
 - 1. **Entry Level (Grade 5 through Grade 9):** The range of grade levels in which employees normally enter the career field and progress through mandatory training assignments toward full performance in an occupation. Employees at this level will normally possess a Bachelor's degree or show equivalent education and/or experience. Entry level civilian intelligence personnel will receive a foundation in specialized training, together with a general orientation with respect to the position and role of the employing activity in

accomplishing the DoD mission. Progressively responsible work assignments, job-related training, formal courses of instruction, and self-development activities will be included.

2. **Journeyman Level (Grade 10 through Grade 12):** The range of grade levels in which employees receive training and developmental assignments to increase technical knowledge, skill, and general job competence. Work assignments are selected which add to the depth and breadth of technical competence. At this career level, increasing emphasis is placed upon administrative ability and experience. Training and developmental activities generally are concerned with increasing emphasis on human relations and supervisory skills as well as technical matters. Self-development activities should be accelerated and training opportunities provided on a selective basis. Personnel will receive advanced technical training and progressively responsible work assignments. In addition, individuals identified for supervisory positions will be given appropriate courses in supervision.
 3. **Senior/Expert Level (Grade 13 through Grade 15):** The range of grade levels in which employees who are technically competent and have demonstrated potential are expected to attain top level competence in an occupational field and assume high level duties and responsibilities, either in management and supervision or in advanced technical or professional specialization. Training and development will be provided to enable employees to keep abreast of technical changes and advanced management skills. Training becomes more generalized with greater emphasis on self-development. Employees in this career level will be given opportunities to gain experience and demonstrate potential for executive positions.
 4. **Senior Expert/Executive Level (Grade 16/Senior Executive Service)** The range of grade levels representing the capstone of the Federal Civil Service System. The training and executive development of employees at their career level is covered in individual career programs. Employees at this level are practically concerned with technological developments, new legislation, innovative management practices, research activities, and current policy and program initiatives. Development is oriented toward the highest professional capabilities, top managerial skills, and advanced study of Government policy and operations.
- B. In addition to being arranged in four levels, the formal courses have been further identified as **mandatory** or **desirable** in accordance with the relationship of the course content to the mission of the general intelligence function. DoD components have the authority to designate desirable courses as mandatory to their mission requirements. Additional courses pertinent to individual components may also be added.
1. **Mandatory**—Those areas of training providing basic skills required for an employee to advance within a career field consistent with mission requirements. Normally, employees will be expected to complete the mandatory training or creditable training/experience prescribed in chapter 6 for their current career level before advancement to the next career level. However, an otherwise qualified employee who has not had the opportunity to receive the mandatory training for a particular career level may, nevertheless, be advanced if he/she is scheduled to take such training within 12 months after the promotion. Upon achieving the next career level, employees should receive, as soon as feasible, the mandatory training required for that career level.
 2. **Desirable**—All other areas of training recognized as important but not mandatory.

- C. In order to maintain a dynamic training program, the Director, DIA, is responsible for assuring the continual review of the Master Training and Education Plan by the Civilian ICDP Planning Group for necessary or desirable changes. Likewise, DoD components, through their ICDP Functional Chief, are encouraged to recommend to the Director, DIA, (ATTN:OT-1) revisions, deletions, or additions to formalized training or course offerings. This includes requested course substitutions or equivalent course determinations. Approved changes will be made in accordance with paragraph XVIII.
- D. The following special provisions have been made for meeting mandatory training requirements:
 - 1. During the inception of this program in July 1973, it was assumed that all GS-0132 general intelligence personnel had satisfied the mandatory training requirements for the career level they had achieved. These 0132 personnel were expected to complete the mandatory training requirements for each career level attained subsequent to July 1973 before advancement to the next higher career level (see chapter 6.)
 - 2. It is also assumed that all S&T general intelligence personnel as of February 1978 have satisfied the mandatory training for the career level they have achieved. These S&T personnel will be expected to complete the mandatory training requirements for each career level attained subsequent to February 1978 before advancement to the next higher career level (see chapter 6).
 - 3. Creditable training/experience will be accepted in lieu of mandatory training. Determination of additional creditable-training/experience for specific courses will be made by the Civilian ICDP Planning Group.

Xiv. ENTRY LEVEL DEVELOPMENT PLAN

Each DoD component will design and administer a comprehensive Entry Level Development Plan for newly-hired personnel which will include and implement Master Training and Education Plan mandatory courses. These programs will cover the selection, appointment, and training of civilian ICDP trainees to assure that these trainees receive planned, concentrated training and phased, related work experience necessary to perform effectively in their jobs and to qualify them for journeyman level positions in any one of the job series covered by the career program. The programs and supporting training plans will be developed in coordination with the appropriate DoD component functional chief. Completion of a formal civilian ICDP general intelligence trainee program will be a major factor in considering employees for promotion to journeyman level. Trainee programs should cover a sufficient period of time to accomplish optimum development of the trainee. Chapter 6 should serve as a model for the development of an appropriate plan. Each DoD component shall provide the Director, DIA (ATTN:OT-1) with a copy of the Entry Level Development Plan.

XV. DEVELOPMENT THROUGH ROTATIONAL ASSIGNMENTS

As an important element of an individual's development, every opportunity will be provided for rotational assignments within and between organizational segments of each DoD component as well as between DoD components. The head of each DoD component will assure that a continuing program of developmental assignments is established. (For ICDP personnel, the guidelines for programs cross-training and exchange of individuals between installations within a DoD component and between DoD components are outlined in DoD Instruction 1430.8, paragraph VII.C.5 and accomplished as indicated in paragraph III.B.3 of this chapter. This program will include regular surveys of all resources for the identification of individuals at all echelons possessing the skills, knowledge, abilities, and personal characteristics needed

perform successfully in specific developmental assignments. Likewise, projects and assignments within an activity suitable for use as vehicles in the development of employees through official detail to such projects or assignments will be identified. Individuals responsible for appraisal of the potential of employees will recommend individual developmental assignments at the time of the employee's career appraisal.

XVI. SPECIAL PROGRAM PROCEDURES

In keeping with the objectives of planned development, effective motivation, and efficient use of civilian general intelligence personnel, the following special program procedures have been developed:

- A. ***Placement Assistance for Overseas Personnel (PAFOP)*** is designed to provide assistance to ICDP employees who wish to leave intelligence positions overseas but who do not have return rights to positions in the CONUS. In order to be eligible for PAFOP, employees must be serving in a position within the scope of the general ICDP, must have a current DISCAS registration, and must have satisfactorily completed their overseas service obligation. To participate in PAFOP, employees will apply through their overseas servicing Civilian Personnel Office (CPO). Upon receipt of a PAFOP request, the CPO will supply the DoD ICDP Office with the employee's name, geographical preferences, lowest acceptable grade for placement (which may not exceed the highest grade held in the ICDP), and a statement that the employee has satisfactorily completed duty assignment and any transportation agreement. The ICDP Office will then forward notification of the employee's desire for placement in the CONUS to the DoD CPOS which staff intelligence positions.
- B. ***Return Reemployment Rights*** for overseas positions will be granted, effective 2 June 1976, by DoD components to any ICDP employee who: (1) is recruited from the 50 states or the District of Columbia by any Defense component; (2) is a bona fide registrant in DISCAS, (3) is referred for selection through DISCAS; (4) is selected for assignment in the U.S. territories or possessions, foreign areas, Hawaii, Alaska or the Canal Zone; (5) satisfactorily completes the prescribed tour of duty in an ICDP position and any official extensions; and (6) makes proper application within 90 days before completion of such overseas duty. Return rights will be granted for the initial tour and approved extensions for an aggregate period not to exceed five years. This agreement will not apply to employees serving in overseas positions prior to June 1976 who were not granted return rights before the time of departure for duty overseas.
- C. ***Reduction-In-Force (RIF) Administrative Procedures*** have been implemented to give visibility to the qualifications of those civilian ICDP personnel identified for separation by RIF. It is the CPO'S responsibility to assure that ICDP employees presented with a notice of separation due to RIF are identified to the DoD ICDP Div; assure that employees are fully registered in DISCAS and that their records are kept current until actual separation. Also, DoD component CPOS will: receive from the DoD ICDP Div a list of RIF-affected employees along with their qualification records, provide for the consideration of these employees for appropriate vacant positions, notify the DoD ICDP Div of employment offers extended to RIF-affected candidates and the final disposition of the offer including furnishing a copy of the Notification of Personnel Action (SF 50) if the offer is accepted. Candidates will remain on the list and in DISCAS for a period of one year from the effective date of separation. However, candidates will be removed from the list if they decline an offer of employment at the same or higher grade within the same commuting areas as the position from which they will be or have been RIFed, or if they accept a position in the DoD intelligence community. These administrative procedures are in accordance with the non-application of DoD Priority Placement Program "Stopper Lists" when placing selected excepted intelligence community surplus employees.

D. *Exceptions to the DoD Priority Placement Program (PPP)*

1. General: Employees serving in positions within the scope of the DoD-wide General ICDP who are scheduled for separation under reduction-in-force or declination of transfer of function outside of the commuting area, may be reassigned to vacant positions in the excepted service intelligence community which are also within the scope of the ICDP, as an *exception* to the DoD Priority Placement Program. Therefore, CPOS need not consult "Stopper Lists" if there is an ICDP employee scheduled for separation, as described above, and if there is a vacant position within the ICDP community to which the employee can be reassigned.
2. Qualifications Adjudication In staffing positions in the excepted service under the DoD-wide Priority Placement Program (PPP), the final adjudication of qualified/ not-qualified is made by the gaining intelligence organization (either the head of that organization who has the authority to make appointments, or the civilian personnel office to which appointment authority has been delegated). In staffing excepted service positions, the gaining activity is the final adjudicating authority. Regional, zone and theater coordinators are not requested to resolve conflicts in determination of qualified/not-qualified for excepted service positions.
3. Managers may waive the requirement for security procedures in emergency cases. If a competitive service candidate under the PPP is offered an excepted service position, and if it is otherwise appropriate, the person can be advised that the offer is contingent on the completion of a security investigation. If they do not wish to undergo the investigation, they can decline the offer with no adverse effect since such a PPP declination to excepted service work does not constitute a valid PPP offer and does not remove the employee from the PPP. If they do agree to the investigation, they would remain under the PPP and on the "Stopper List" for referral for another vacancy which may offer more timely placement. If they are picked up for another vacancy sooner, they are dropped from the PPP and the intelligence/personnel manager would proceed to other "Stopper List" candidates; and if none exists, to other staffing methods.

XVII. AMENDMENTS

- A. Amendments to this manual will be in the form of "changes" issued by ASD(FM&P) through the Executive Agent responsibilities for developing, coordinating, and maintaining a record of changes, in coordination with the ASD(C3I). DoD components may submit amendment proposals in writing to the Director, DIA, (ATTN: OT-1).
- B. Personnel at all levels are encouraged to submit, through appropriate channels, suggestions for improving the effectiveness of this career program.

XVIII. REPORTING REQUIREMENTS

Reporting requirements will be in accordance with DoD Directive 5010.10, DoD Instruction 1430.10, and this manual.

1. Biennial Status Report, Report Control Symbol (RCS): DD-FM&P(BI)1200 by 2 January every two years.



**DoD Manual
for
Foreign National Compensation

January 1990**

**Assistant Secretary of Defense
(Force Management and Personnel)**

REPORT DOCUMENTATION PAGE	1. REPORT NO. DoD 1416.8-M	2	S. Recipient's Accession No.
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Performing Organization Name and Address Assistant Secretary of Defense (Force Management and Personnel) Washington, DC 20301			10. Project/Task/Work Unit No.
			11. Contract(C) or Grant(G) No. (c) (G)
			13. Type of Report & Period Covered Manual
2. Sponsoring Organization Name and Address			14.
5. Supplementary Notes			
6. Abstract (Limit: 200 words) This Manual prescribes procedures and instructions on DoD compensation administration for foreign national employees in foreign areas. It shall be used to establish the bargaining parameters for agents negotiating for the U.S. Forces in indirect hire situations where country-to-country or other agreements provide for the negotiation of wages and benefits. This Manual is mandatory for use by all DoD Components.			
17. Document Analysis and Descriptors			
b. Identifiers/Open-Ended Terms			
c. COSATI Field/Group			
18. Availability Statement Release unlimited for sale by the National Technical Information Service (NTIS)		19. Security Class (This Report) UNCLASSIFIED	21. No. of Pages
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ASSISTANT SECRETARY OF DEFENSE

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FORCE MANAGEMENT
AND PERSONNEL

FOREWORD

This Manual is reissued under the authority of DoD Instruction 1416.8, "Compensation Program for Foreign Nationals," December 5, 1980. It prescribes procedures and instructions on DoD compensation administration for foreign national employees in foreign areas.

DoD 1416.8-M, "Department of Defense Manual for Foreign National Compensation," December 1980, is hereby superseded.

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Unified and Specified Commands, and the Defense Agencies.

It does not apply to certain designated units of the Department of Defense authorized to use the Department of State Joint Compensation Plan for Local Employees. Instead, the interagency Memorandum of Agreement (MOA) applies. (See Chapter 6 and Appendix A.)

The pay fixing provisions of this Manual do not apply to indirect hire systems where the U.S. Forces, by agreement, use host government compensation systems, and the U.S. Forces do not retain pay fixing authority; however, the total compensation comparability provisions apply in all cases.

This Manual shall be used to establish the bargaining parameters for agents negotiating for the U.S. Forces in indirect hire situations where country-to-country or other agreements provide for the negotiation of wages and benefits.

This Manual is effective immediately and is mandatory for use by all DoD Components. Heads of DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective DoD Components.

Send recommended changes to the Manual through channels to:

Deputy Assistant Secretary of Defense
(Civilian **Personnel** Policy)
OASD(FM&P)
Room 3D264, The Pentagon
Washington, **D.C.** 20301-4000

DoD Components may obtain copies of this Manual through their own publications channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

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REFERENCES

- (a) Public Law 96-465, "Foreign Service Act of 1980," October 17, 1980
- (b) DoD Instruction 1400.10, "Employment of Foreign Nationals in Foreign Areas," December 5, 1980
- (c) Decision of the Comptroller General, Volume 40, Page 650
- (d) Title 5, United States Code, Section 5344
- (e) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964

DEFINITIONS

1. Base Pay. That part of U.S. Forces total pay used to compute premium pay and certain other allowances. Depending on the in-country situation, base pay may be:

a. The scheduled rate for the position.

b. The scheduled rate less a value representing pay components found in the **non-U.S.** Forces sector that were used in developing the scheduled rate, but which are not used by the **non-U.S.** Forces sector to compute premium pay and certain other allowances.

c. The scheduled rate plus other allowances or pays granted by both U.S. Forces and **non-U.S.** Forces sectors that, in the **non-U.S.** Forces sector, are used to compute premium pay and certain other allowances. In this case, the scheduled rate plus the other pay and allowances are used by the U.S. Forces sector to compute premium pay and certain other allowances.

2. Benefit Component. The fringe benefits granted by U.S. Forces to foreign national employees and by **non-U.S.** Forces employers to their employees. Fringe benefits normally include time-off benefits, financial assistance benefits, and social security-type benefits. The most commonly used benefit components are listed in Appendix B.

3. Consolidated Allowance. An allowance paid by the U.S. Forces to represent a wide variety of **non-U.S.** Forces pay that is considered in arriving at total pay for positions comparable to U.S. Forces positions.

4. Foreign National Employee. A **non-U.S.** citizen employed by the U.S. Forces outside the United States, its territories and possessions.

5. Median. The middle rate of a series of rates arranged in order of magnitude. If the series contains an even number of rates, the median is the simple average of the two middle rates.

6. Pay Component. Remuneration in cash or in kind for services rendered. The most commonly used pay components are listed in Appendix B.

7. Payment-in-Kind. That part of the pay component that is remuneration received other than in cash and that can be expressed in monetary terms.

8. Segmented Line. Wage line drawn through segments of survey data to reflect pay patterns in the country concerned.

9. Total Pay. The combined value of all separately paid pay components.

10. Trend Line. The result of regression analysis performed on the survey data. For a more detailed discussion, see Chapter 3 and Appendix F. The following types of trend lines may be run on survey data:

- a. Linear Unit Company Job Average. Equal weight to each company survey job weighted average.
 - b. Linear Unit Survey Job Average. Equal weight to each survey job weighted average.
 - c. Linear Unit Grade Average. Equal weight to each grade weighted average.
 - d. Linear Frequency. Each observation is weighted by the number of employees at that observation.
 - e. Linear Unit Survey Job Median. Equal weight to each survey job median.
 - f. Curvilinear. Curved line that may be of two types: parabolic or logarithmic. Each type may be a "Unit Company Job Average," "Unit Survey Job Average," "Unit Grade Average," "Frequency," or "Unit Survey Job Median."
11. Weighted Average. The arithmetic mean that represents the aggregate of individual pay rates divided by the number of employees receiving such pay rates.